



County of Los Angeles CHIEF EXECUTIVE OFFICE

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May 20, 2016

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
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Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Sachi A. Hamai
Chief Executive Officer

REPORT BACK ON MAINTAINING REGIONAL PLANNING IN THE HALL OF RECORDS (ITEM NO. 9, AGENDA OF APRIL 26, 2016)

On April 26, 2016, the Board of Supervisors (Board), directed the Chief Executive Officer (CEO) to bring back to the Board for discussion and consideration in 30 days, an updated plan to maintain the Department of Regional Planning's (DRP) headquarters operation in the current downtown location at the Hall of Records (HoR), with two options provided for some DRP staff for public counter, to co-locate services with other Departments at a Regional One-Stop Development Center (Regional Center) in Alhambra and the co-location of staff from the Departments of Public Works (DPW), Fire, Public Health (DPH), Treasurer and Tax Collector (TTC), and Consumer and Business Affairs (DCBA) in Downtown Los Angeles at the Regional Planning's current location near the County Hall of Administration.

Background

Regardless of its location, the proposed Regional Center is planned to provide space for staff from the DPW, DRP, DPH, Fire, TTC, and DBCA. The Regional Center and the existing ten DPW Building and Safety Field Offices (Field Offices) would both provide over-the-counter services, including permit review and approvals for non-discretionary type of projects. The Regional Center would be distinct in that its staff would also be able to accept, review, and process discretionary projects. These projects and permits tend to be larger, requiring specialized staff for a more intensive review that may include

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coordination between multiple disciplines and across departments. Many discretionary projects also require a public hearing. The Regional Center would have the full array of services, staff, and access to cross-departmental resources, including various commission meetings.

The Alhambra Campus

If DRP has staff at both the Alhambra and the Civic Center locations, the Current Planning Division, which consists of approximately 60 staff, all of which are presently housed at the HoR, would relocate in its entirety to the Regional Center. Among other impacts would be the loss of having the Current Planning Division in proximity to Advance Planning Division. Today, planning occurs collaboratively in teams across all of its divisions. By moving Current Planning Division to the Regional Center, the opportunity for proximate and successful collaboration in the plan development process would be removed. Another major impact would be the loss of efficiency associated with Current Planning staff having to travel back to the Civic Center twice a week for Hearing Officer and Regional Planning Commission public hearings. DRP would maintain its hearing room in the Hall of Records, necessitating numerous trips by staff each week to support the public hearings. Separating Current Planning from the DRP headquarters would also remove DRP Executive Management from much of the day-to-day project level review and discussions that occur today, jeopardizing the quality and depth of review that is required to successfully deliver complex projects to public hearing.

The advantage of having the full partnership in one location is that it would allow the departments to maintain and further develop cross-divisional and cross-departmental teams that would better serve their common client base at a single location. This collaborative environment would allow all the departments to more readily develop improved service delivery models, including expanding on-line access to their clients across the Regional Center and the ten Building and Safety field offices.

While DRP and DPW interact on numerous levels, including Code Enforcement, Advanced Planning and Current Planning, this would be further expanded by having DRP and DPW fully staffed at the Regional Center. All of the Regional Center departments would benefit by having access to their services at a single location, one that would provide seamless services versus the potential need to travel to other locations to provide documentation to obtain project or permit approval at secondary location. The Alhambra location provides the ability to fully incorporate up-to-date technologies, provide a more efficient workflow for the common DRP and DPW client base and for their staff.

The Regional Center would benefit from having the entirety of DRP and DPW at a single location to further improve the customer service in an effective and efficient manner. Collocation would enhance collaboration across various departmental business programs.

The Alhambra location provides the Regional Center the opportunity to fully house and collocate all the partners at a single location, with sufficient on-site parking space for clients and staff, with availability for full occupancy as early as 12 months after Board approval. The Regional Center, due to the close proximity to the DPW Headquarters, would allow for further cross-collaboration between the Regional Center departments and other DPW programs.

The Hall of Records

Establishing the Regional Center at the HoR would require moving approximately 313 staff into the building from various locations across the County. Making the space available for the Regional Center, would require moving approximately 300 existing staff and programs out of the building to accommodate the Regional Center's full staffing, public counter space, and meeting rooms. Although a space layout has not been prepared, we estimate the need to free up approximately four floors.

To fully assess the issues related to housing the Regional Center in the HoR, we would need to work with the departments already located in the building to determine their existing programs and operational needs to be located in the Civic Center. The existing tenants are listed on the Attachment. Many of the departments need to be housed in close proximity to the Hall of Administration, the Hall of Justice, and/or the Criminal Court building.

Establishing the Regional Center at the HoR can be achieved operationally, however, it may create some minor operational issues for DPW due to the other Public Works Divisions in Alhambra that utilize services from the Public Works staff that would be located in the Regional Center. However, this can be minimized by use of technology and video conferencing to mitigate and reduce trips and travel time. Because of the need to relocate existing tenants, creation of the Regional Center at the HoR would likely take approximately one to two years longer than the Alhambra option.

The departments remain committed to working through any operational issues associated with, whichever option the Board selects, and will continue to strive for greater inter-departmental collaboration and enhanced customer service.

Each Supervisor
May 20, 2016
Page 4

If you have any questions, please feel free to contact David Howard, Assistant Chief Executive Officer at (213) 893-2477 or e-mail at dhoward@ceo.lacounty.gov.

SAH:JJ:DPH
BMB:MDS:zu

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Consumer and Business Affairs
Fire
Public Health
Public Works
Regional Planning
Treasurer and Tax Collector

County of Los Angeles - Asset Management Branch
Hall of Records
Tenant Departments - Space Assignment
May 5, 2016

Departments	Floor															Assigned Square Footage	Percentage Allocation
	B	G	1	2	3	4	5	6	7	8	9	10	11	13	15		
Alternate Public Defender	X	X				X							X			56,172	12.82%
Auditor-Controller					X											19,134	4.37%
Chief Executive Office									X							20,289	4.63%
District Attorney	X	X			X		X		X				X			86,663	19.78%
Internal Services Department	X															12,140	2.77%
Mental Health										X					X	32,091	7.33%
Philharmonic Association							X									3,999	0.91%
Probation			X	X	X											44,025	10.05%
Public Defender							X	X								20,378	4.65%
Regional Planning			X									X	X	X		47,553	10.85%
Superior Court	X	X				X									X	46,280	10.56%
Sheriff	X															19,452	4.44%
Treasure & Tax Collector										X	X					29,920	6.83%
Total															438,096	100.00%	

Notes:

B = Basement, G = Ground

The 12th and 14th floors are building systems and not assigned to a department